



TO: Orange County Business Partners
SUBJECT: Bidders Mailing List Application

We appreciate your interest in doing business with Orange County and have created the attached packet of information to make it easy for your firm to be placed on our bidders list. This packet includes the following documents:

Bidders Mailing List Application with Commodities List

Please fully complete all of the information on the application. **Note:** The Purchasing and Contracts Division is in the process of implementing an internal fax system that will make it possible for your firm to receive solicitation documents (without drawings or other oversized documents) by fax. Inclusion of your fax number on your application is, therefore most important. The County will not charge a fee for this fax service.

You may select up to twelve commodity numbers from the attached list to reflect the goods and/or services your firm wishes to register with the County. If you select more than twelve, only the first twelve will be used.

Request for Taxpayer Identification Number, Certification and Tax Status Questionnaire

This information is required by the Internal Revenue Service and is self explanatory.

Minority and Women Business Enterprise Classification

This letter provides basic information if you desire certification as a minority or woman owned business.

Announcements of the County's solicitations (Invitations for Bids (IFB's) and Requests for Proposals (RFP's) are currently available on the Bid Hotline at 836-0011, Orange TV, the internet (onetgov.net) and at the Purchasing and Contracts Division.

Your completed application and W-9 must be returned to the Purchasing and Contracts Division at the above address. Questions concerning this letter should be directed to (407) 836-5635.

Sincerely,

A handwritten signature in black ink that reads "Johnny M. Richardson". The signature is written in a cursive, flowing style.

Johnny M. Richardson, CPPO, CACM
Manager, Purchasing and Contracts Division

Attachments

BIDDERS MAILING LIST APPLICATION

The following constitutes a request by the applicant to be placed on a list of suppliers who will be tendered solicitations to furnish indicated materials/services to the **Orange County Commission, Orange County, Florida. Return this application to:**
Orange County Purchasing Department, Post Office Box 1393, Orlando, Florida 32802-1393

Vendor Number			
Applicants Name, Address, Phone & Fax:		Address to which solicitations are to be mailed:	
Type of Organization: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation—State (check on box from each row) <input type="checkbox"/> New <input type="checkbox"/> Add Alternate <input type="checkbox"/> Change Existing			
Applicants Previous Name, Address, Phone & Fax:			
Service/Product Organization Provides (not commodity numbers)			
Size of Business			
Average # of Employees	How long in Present Business	Annual Dollar Sales Past Year (in thousands)	
		<input type="checkbox"/> Under 200	<input type="checkbox"/> Over 200
Person(s) Authorized To Sign Bids And Contracts In Your Name			
Name			
Official Capacity			
Telephone Number			
Facsimile Number			
Name and Title of Person Authorized to Sign/ Contact Person:		Signature:	Date:
Employer I.D. Number: ___ - _____ Soc. Sec Number ___ - ___ - ____			
Note: Application will not be accepted without Employer I.D. Number			
DO NOT WRITE BELOW THIS LINE			
Check & 1099 Name (Line 1):		Check & 1099 Name (Line 2):	
Entered in system by:		Date:	Verified by:
1099: Y or N	FID Type: 1 or 2 (1=EIN/2 = SSN)	Rept-1: (0 – 6)	Rept-2
Hold: Y or N	Vendor Type: (I = Inactive)	Commodity: Y or N	Minority: Y or N
Name Control: _____			
Entered in system by:		Date:	Verified by:

Orange County maintains a computerized bidders application listing based on a commodity number system. Refer to complete commodity list and record below the commodity numbers for the materials/services/maintenance on which your firm desires to bid.

- | | |
|----------|-----------|
| 1. _____ | 7. _____ |
| 2. _____ | 8. _____ |
| 3. _____ | 9. _____ |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

Note: A maximum of twelve commodities will be accepted